Mekelle University

Office of the Vice President for Academics

Guidelines for the Administration of Fx grade

As per the Legislation of Mekelle University, a student scored Fx grade shall sit for supplementary exam. Since this new grading system is introduced to the University during first semester of the 2015/16 academic year, the need of administering the new grading system arises in order to apply uniformly through out the academic units of the University. Thus, the supplemental examination for those who scored Fx can be administered as follows:

1. The Department and the Registrar and Alumni Directorate Office should post a reminder notice to students who has scored Fx to report Department instantly
2. Departments shall have full statistics about their students during status determination
3. Departments should identify students with Fx grade in each course, Furthermore, Student with Fx should also report to respective department immediately on the beginning the next semester in order not miss the opportunity
4. Departments should identify number of students with Fx grade in each course legible for supplemental exam and
   1. If a student with Fx has CGPA below 2.0, the instructor should arrange some enough tutorial sessions before he/she sit for the supplementary exam
   2. If a student with Fx has CGPA above 2.0, the student should directly sit for the supplementary exam
5. According to MU Legislation,

* A student with Fx grade may sit for supplemental examination only for a maximum of two courses in a semester.
* The total number of supplementary exams shall not exceed four for three years program and six for more than three years program

1. A student with Fx score is legible for supplemental exam if he/she will survive the semester with any of the means for survival.
2. The weight of such supplemental exam is equivalent to the weight of the final summative exam of the course the student is sitting.
3. The final grade will be computed with the additional results of the student’s continuous assessment marks collected during the semester.
4. If the Fx is scored in service courses, the department hosting the student should inform the department hosting the course including number of students scored Fx and date of supplemental examination, before the start of the subsequent semester.
5. The supplemental exam should be administered with in two weeks from the start of the subsequent semester.
6. The instructor shall submit the grade of the student taking supplemental exam with in three weeks from the start of the subsequent semester through grade change if the student is not a graduating student.